

## **Mission Statement**

**To provide an excellent education based on God's Word and help students realize their unique purpose in God's plan. To teach students how to respond productively to God's call.**

After reading the Arkansas Christian Academy Policy Manual, parents must read and sign the Statement of Responsibility located in the registration packet. This form states that you have read and are in agreement with the policies and procedures of Arkansas Christian Academy.



## **Standard of Conduct**

All students attending Arkansas Christian Academy should be a result of the parents' desire to have their child educated in accordance with our educational philosophy. In order for this program to be effective, parental cooperation is essential. Parents who find themselves in disagreement with the program and philosophy at Arkansas Christian Academy retain the right to remove their child. Likewise, the administration of Arkansas Christian Academy retains the right to dismiss anyone from the program who, in the sole judgment of the administration, is considered to be uncooperative with the program.

## **Goals and Objectives**

The following are the goals and objectives of Arkansas Christian Academy:

1. Arkansas Christian Academy accepts the responsibility of providing a quality Christian education to all students, both spiritually and academically.
2. Our goals are to support the home and to provide excellent facilities, equipment, and Godly instructors for the development of Christian character in the lives of the students entrusted to our care.
3. We believe that the heart of character training is obedience. To obey, to do right, and to love God and our country are the qualities we want to instill in each student.
4. It is our desire to minister to the whole child: spirit, soul, and body.
5. We endeavor to provide opportunities that will equip students to become strong Christian leaders who will serve the Lord in their vocation.

Elementary: Only two (2) subjects can be made up if tutored over the summer. Tutoring must be conducted by an ACA teacher or another approved source. Students failing three (3) or more of the above subjects will not be promoted to the next grade.

**Parents must make arrangements for summer tutoring.**

Junior High & High School: Any subject failed must be repeated the next year. Credit will be awarded upon successful completion of the course.

## ***Graduation Requirements***

Below are the requirements for graduation from Arkansas Christian Academy. A minimum of 27.5 credits earned in grades nine (9) through twelve (12) are required to graduate. Exception: Credit earned in eighth grade Algebra I will count toward graduation credits.

<b>English</b>	4 credits	<b>Physical Education</b>	1 credit
<b>Math</b>	4 credits	<b>Fine Arts</b>	½ credit
<b>Bible</b>	4 credits	<b>Health and Safety</b>	½ credit
<b>Science</b>	3 credits	<b>Oral Communication</b>	½ credit
<b>History / Social Studies</b>	3 credits	<b>Electives</b>	6 credits
<b>Information Technology</b>	1 credit		

\*Graduation requirements may be altered due to individual needs\*

**Discipline**



Student Handbook

## ***Discipline Philosophy***

In order to provide suitable educational opportunities for all students in the classroom and to enhance the effective moral training of the students, Arkansas Christian Academy adheres to the following philosophies:

1. The responsibility and authority to discipline comes from God (*Ephesians 6:1-4*). A teacher stands in the parent's stead. He or she has the same God-given authority as they; however, corporal punishment ***will not be*** administered by ACA faculty or staff.
2. Christian love should be at the heart of all discipline. Correction and chastening are essential parts of the firmness of love. Firmness without love becomes harsh; whereas love without firmness is a sentimentality (*Proverbs 3:11-12*).

The school seeks to assist in developing the following characteristics in our students:

- *Cheerful obedience to all authority.*

- *Responsibility in doing assigned or expected tasks.*
- *Cooperation with others within and outside the classroom.*
- *Courtesy and respect for others.*
- *Cleanliness in person and property.*
- *Truthfulness and honesty in work and life.*
- *Respect for property that belongs to others.*
- *Promptness in attendance and assignments.*
- *Morally good conduct in recreation, social relationships, and language.*

## **Discipline Procedures**

Each teacher is monitored by the Principal to implement the disciplinary procedures set forth in the Arkansas Christian Academy Policy Manual. Teachers will begin the school year (first 4 weeks) by explaining and reminding the students of the classroom rules:

1. *Obey the teacher.*
2. *Raise your hand to speak.*
3. *Stay in your seat.*
4. *Always walk inside the building.*
5. *Be kind to one another (Proverbs 3:11-12).*

Teachers will use a system of discipline that focuses on positive reinforcement of appropriate behavior. When a student has been given verbal correction and continues to misbehave he/she will lose recess/free time or other privileges. Parents will be notified by phone, or in writing, if their child's behavior required disciplinary action by the teacher or administration. Arkansas Christian Academy does not use corporal punishment. Parents may be called to come to the school to discipline their child.

## **Areas of Offense**

Any behavior or display of attitude in opposition to the basic principles and purpose of the school, or which restrict the spiritual or academic atmosphere of the school, is strongly discouraged. A complete list of specific offenses would be impractical in this handbook. The following is a general list of unacceptable behaviors:

- *Showing disrespect to the teacher or another person.*
- *Talking without recognition, or interrupting the teacher/class discussion.*
- *Lying, cheating, theft, profanity, or other immorality will not be tolerated.*
- *Writing or passing notes, throwing objects indoors, chewing gum, eating in class.*
- *Dress Code violations: Students may not enter class until proper clothing is obtained.*
- *Fighting, excessive noise, or disorderly conduct in restrooms, halls, lunchroom, playground, or classroom.*
- *Public display of affection: Holding hands, hugging, kissing, and any other acts, as deemed by administration.*
- *Talking, laughing, or playing during Fire or Tornado Drills.*
- *Tampering with school or church equipment or destroying property in any manner. **Parents & students will be financially responsible for all damages.***

***Any student committing any of the following offenses may be considered for immediate detention/suspension/dismissal by the administration: lying, cheating, stealing, showing disrespect to another student, teacher, or staff member, profanity, immorality, fighting (to include: pushing, hitting and***



*biting, etc.) and any other behavior deemed by the Administration to be uncondusive to the continuity of the program.*

## **No Tolerance Policy**

Arkansas Christian Academy has a “No Tolerance” policy regarding profanity, obscenity in word or action, dishonor to the Holy Trinity or the Word of God, or disrespect to the personnel of the school. Threats of any kind toward students, faculty, or others will not be tolerated. Possession or use of drugs, alcohol, or any weapon is grounds for immediate expulsion. It is understood that attendance is a privilege and not a right. Any student who does not conform to the standards and regulations of the institution may forfeit this privilege. The school may request the withdrawal of any student at any time that, in the opinion of the administration, does not fit into the spirit of the school, regardless of whether or not he/she conforms to the specific rules and regulations of the school.

## **Office Visits**

If a student must be removed from the classroom, he/she will be taken to the principal’s office. The teacher, student and principal will discuss the offense. The student will be reminded of the classroom rules and the importance of obedience. The principal and student may pray and student may be returned to class. A note will be sent to parents from the teacher that day to notify them of the problem. A copy of the report is placed on file in the principal’s office. **Time-out from recess or detention may be assigned at the discretion of the administration.** If the student is sent to the office twice for the same offense within a week, the parents will be notified by telephone and advised of the problem. Parents may be requested to come and take the student for the remainder of the day. The student may not be allowed to return to class until the offense has been resolved. *A student may be dismissed when he/she is found out of harmony with the rules and policies of the school.*

## **Detention Procedures**

1. Detention will normally be served the day after it is assigned by the administration or during Athletics/P.E. of that day.
2. If a student is not able to serve a detention at the assigned time for any reason, he/she must make up the detention within three (3) days or face suspension or expulsion.
3. Upon the third detention (for same offense), in a nine weeks grading period, a Parent-Administration Conference will be conducted. If problems are not adequately resolved, students will be considered for suspension. Students will receive a “0” on all graded assignments during this suspension. If behavior issues persist beyond suspension, a student may be considered by the administration for expulsion.

## **Expulsion**

Any expelled student will be dismissed from ACA for the remainder of that current year. Parents will be notified by a conference with the administration. A letter will be sent home following this meeting.

## **Parent/Teacher Interaction**

### **Parent-Teacher Meetings**



Valuable information is available at regularly scheduled Parent-Teacher Meetings. Policies vital to the consistent training of the child will be discussed. The nature of the Parent-Teacher Meetings will vary from time to time, but the general objectives of the meeting are as follows:

1. To acquaint the parent with the philosophy of Christian education and the curriculum of the school.
2. To acquaint both the teacher and the parent with the importance of recognizing and fulfilling the emotional, spiritual, academic, and disciplinary needs of the child.

3. To provide the parents an opportunity to see and discuss the achievements of the child in the classroom.

Teachers are always happy to meet with parents at a scheduled time. After-school and phone appointments are available for parents who desire to speak with their child's teacher. Please contact the teacher directly via email to schedule an appointment or arrangements can be made through the school office. We discourage phone calls to the teacher's home in the evening. Parent-Teacher conferences are mandatory for all students unless approved by the administration.

### **Parent-Teacher Communication**

Parents are encouraged to write a note, email the teacher, or call the office to arrange a conference if a need arises. Parents are not to interrupt a class during school hours, but may go through the office to contact a student or teacher.

### **AscendSMS**

Ascend School Management Software is an online tool used by ACA to facilitate communication regarding your students' progress throughout the year. You can easily view your child's homework, grades, conduct, attendance, etc. through the parent portal online or by downloading the AscendSMS App.

### **Parent-Staff Communication**

**Only the administration can give approval for any exceptions to the written policy. These exceptions MUST be written and signed by administration. Conversations and agreements with staff and faculty that are contrary to policy will not be accepted without written confirmation from the administration.**

## **General Policies and Procedures**

### **Nondiscrimination Policy**

Arkansas Christian Academy admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the school. Arkansas Christian Academy also does not discriminate on the basis of race, color, nationality, or ethnic origin in administration of its educational policies, admissions policies, scholarships, and other school-administered programs.

### **Prohibited Items**

Items such as electronic devices (excluding cell phones), questionable literature/magazines, gum, skateboards, matches, lighters, and play guns (or any weapon-like toys) are prohibited. Cell phones must remain **turned off** during school hours, unless permission has been given by a teacher or office staff.

**Weapons, tobacco, drugs, pornographic materials, etc. are NOT PERMITTED ON ACA PROPERTY.** Disciplinary action will be taken and may result in suspension or expulsion, depending on offense.

### **School Hours**

**The school day begins at 8:00 am.** Students may arrive as early as 7:30 am without being considered in extended care. Students who are not in class when the bell rings at 8:00 am will be marked as tardy. All students are to be picked up promptly at 3:30 pm.





# Discipline at Arkansas Christian Academy

## Discipline

### ***Discipline Philosophy***

In order to provide suitable educational opportunities for all students in the classroom and to enhance the effective moral training of the students, Arkansas Christian Academy adheres to the following philosophies:

1. The responsibility and authority to discipline comes from God (*Ephesians 6:1–4*). A teacher stands in the parent's stead. He or she has the same God-given authority as they; however, corporal punishment **will not be** administered by ACA faculty or staff.
2. Christian love should be at the heart of all discipline. Correction and chastening are essential parts of the firmness of love. Firmness without love becomes harsh; whereas love without firmness is a sentimentality (*Proverbs 3:11–12*).

The school seeks to assist in developing the following characteristics in our students:

- *Cheerful obedience to all authority.*
- *Responsibility in doing assigned or expected tasks.*
- *Cooperation with others within and outside the classroom.*
- *Courtesy and respect for others.*
- *Cleanliness in person and property.*
- *Truthfulness and honesty in work and life.*
- *Respect for property that belongs to others.*
- *Promptness in attendance and assignments.*
- *Morally good conduct in recreation, social relationships, and language.*

### ***Discipline Procedures***

Each teacher is monitored by the Principal to implement the disciplinary procedures set forth in the Arkansas Christian Academy Policy Manual. Teachers will begin the school year (first 4 weeks) by explaining and reminding the students of the classroom rules:

1. *Obey the teacher.*
2. *Raise your hand to speak.*
3. *Stay in your seat.*
4. *Always walk inside the building.*
5. *Be kind to one another (Proverbs 3:11–12).*

Teachers will use a system of discipline that focuses on positive reinforcement of appropriate behavior. When a student has been given verbal correction and continues to misbehave he/she will lose recess/free time or other privileges. Parents will be notified by phone, or in writing, if their child's

behavior required disciplinary action by the teacher or administration. Arkansas Christian Academy does not use corporal punishment. Parents may be called to come to the school to discipline their child.

## **Areas of Offense**

Any behavior or display of attitude in opposition to the basic principles and purpose of the school, or which restrict the spiritual or academic atmosphere of the school, is strongly discouraged. A complete list of specific offenses would be impractical in this handbook. The following is a general list of unacceptable behaviors:

- *Showing disrespect to the teacher or another person.*
- *Talking without recognition, or interrupting the teacher/class discussion.*
- *Lying, cheating, theft, profanity, or other immorality will not be tolerated.*
- *Writing or passing notes, throwing objects indoors, chewing gum, eating in class.*
- *Dress Code violations: Students may not enter class until proper clothing is obtained.*
- *Fighting, excessive noise, or disorderly conduct in restrooms, halls, lunchroom, playground, or classroom.*
- *Public display of affection: Holding hands, hugging, kissing, and any other acts, as deemed by administration.*
- *Talking, laughing, or playing during Fire or Tornado Drills.*
- *Tampering with school or church equipment or destroying property in any manner. **Parents & students will be financially responsible for all damages.***

***Any student committing any of the following offenses may be considered for immediate detention/suspension/dismissal by the administration: lying, cheating, stealing, showing disrespect to another student, teacher, or staff member, profanity, immorality, fighting (to include: pushing, hitting and biting, etc.) and any other behavior deemed by the Administration to be uncondusive to the continuity of the program.***

## **No Tolerance Policy**

Arkansas Christian Academy has a "No Tolerance" policy regarding profanity, obscenity in word or action, dishonor to the Holy Trinity or the Word of God, or disrespect to the personnel of the school. Threats of any kind toward students, faculty, or others will not be tolerated. Possession or use of drugs, alcohol, or any weapon is grounds for immediate expulsion. It is understood that attendance is a privilege and not a right. Any student who does not conform to the standards and regulations of the institution may forfeit this privilege. The school may request the withdrawal of any student at any time that, in the opinion of the administration, does not fit into the spirit of the school, regardless of whether or not he/she conforms to the specific rules and regulations of the school.

## **Office Visits**

If a student must be removed from the classroom, he/she will be taken to the principal's office. The teacher, student and principal will discuss the offense. The student will be reminded of the classroom rules and the importance of obedience. The principal and student may pray and student may be returned to class. A note will be sent to parents from the teacher that day to notify them of the problem. A copy of the report is placed on file in the principal's office. **Time-out from recess or detention may be assigned at the discretion of the administration.** If the student is sent to the office twice for the same offense within a week, the parents will be notified by telephone and advised of the

problem. Parents may be requested to come and take the student for the remainder of the day. The student may not be allowed to return to class until the offense has been resolved. *A student may be dismissed when he/she is found out of harmony with the rules and policies of the school.*

### ***Detention Procedures***

1. Detention will normally be served the day after it is assigned by the administration or during Athletics/P.E. of that day.
2. If a student is not able to serve a detention at the assigned time for any reason, he/she must make up the detention within three (3) days or face suspension or expulsion.
3. Upon the third detention (for same offense), in a nine weeks grading period, a Parent-Administration Conference will be conducted. If problems are not adequately resolved, students will be considered for suspension. Students will receive a "0" on all graded assignments during this suspension. If behavior issues persist beyond suspension, a student may be considered by the administration for expulsion.

### ***Expulsion***

Any expelled student will be dismissed from ACA for the remainder of that current year. Parents will be notified by a conference with the administration. A letter will be sent home following this meeting.

*Good discipline has to begin the first hour of the first day of school.*

### ***Parent Communication and Discipline Logs***

All teachers will maintain accurate and timely documentation of ALL parent communication and discipline issues. These logs will be monitored by administration and are valuable tools for improving communication.

### ***Elementary School Procedures***

All Elementary teachers are to submit a discipline plan of action to administration prior to school starting that outlines the following:

Behavior expectations outside of what is already stated in policy

Incentive plan

Steps taken before disciplinary action

Elementary teachers must update administration, in writing, when the behavior plan for his/her class changes.

All procedures must be in line with the school's disciplinary policies and code of conduct.



## **Middle and High School Procedures**

Teachers will take the following steps BEFORE sending a student to the office.

Step 1: Verbal warning that includes a reminder of the rule or expectation. Document in discipline log and enter into Ascend infractions category.

Step 2: Written warning that includes an email or call to parents. All communication must be documented in the parent communication log and discipline log must be updated. Also update infractions logs in Ascend.

Step 3: Third offense will require notifying an administrator. Please call the office and have assistant call for admin to report to your room.

Only in extreme cases are students "to be sent to the office." This includes instances of physical violence or threat of violence or inflicting harm on self. In such cases, make sure to watch student until they leave your site and notify office.



## Technology policies in the Classroom

School Administration and Pastor Perry must approve ALL videos shown at ACA at least one week prior to the date it will be shown. In order to obtain approval, teachers must submit a completed Video Approval Form (located in teacher manual). This includes, but is not limited to, movies, video clips, YouTube videos, etc. Videos should be used on a limited basis *for educational purposes only*. Please refrain from simply using videos to entertain or occupy students while in the classroom setting. The only exceptions to this would be pre-approved special activities.

At the beginning of every class, all cell phones and other devices (apple watch, tablets) are to be placed in the cell phone caddy in their appropriate numbered slot. In each classroom, teachers may provide students with the opportunity to use their cell phones for certain activities. Students must comply with these instructional opportunities and only use their devices as instructed.

Failure to comply with these guidelines may result in loss of phone privileges or confiscation of cell phones.

1<sup>st</sup> offense: Warning, notification in discipline log and Ascend. Text administrator and let him/her know that the student has had their cell phone/device warning.

2<sup>nd</sup> offense: Confiscation of cell phone/device. Notification in discipline log and Ascend. Text administrator and let him/her know that the student has had their cell phone confiscated. Administration will come and pick up phone/device and take it to the office for the parent/guardian to pick up. Administrator will call parent/guardian.

3<sup>rd</sup> offense: Confiscation of cell phone/device. Notification in discipline log and Ascend. Text administrator and let him/her know that the student has had their cell phone confiscated. Administration will come and pick up phone/device and take it to the office for the parent/guardian to pick up. Administrator will call parent/guardian  
NO cell phone/device use or privilege for remainder of semester.



## Conference Documentation Form

Name: \_\_\_\_\_

- \_\_\_\_ Student  
\_\_\_\_ Parent(s)  
\_\_\_\_ ACA Teacher  
\_\_\_\_ Other Staff  
\_\_\_\_ Volunteer

\_\_\_\_\_  
Person Conducting Conference

Date of Conference: \_\_\_\_\_ Time of Conference: \_\_\_\_\_

Meeting Initiated By: \_\_\_\_\_

Meeting Attended By: \_\_\_\_\_

Describe What Was Discussed And Any Action Taken:

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---





## Teacher: \_\_\_\_\_

[illegible]

A2



## Office Referral Information

If you have taken the appropriate disciplinary procedures or if you have an incident that requires immediate administrative attention, please call the office and have the office assistant notify an administrator.

Then, EMAIL the following information to the administrator before the end of the day.

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Approximate time of incident: \_\_\_\_\_

Teacher: \_\_\_\_\_

What was going on when the incident occurred? \_\_\_\_\_

Please give a brief description of what happened to initiate this referral:

---

---

---

---

---

Please give a brief description of what steps have been take previously with this student to handle/control this behavior (if applicable):

---

---

---

T

\*\*The administrator will follow up with you within 24 hours orally and 48 hours in written documentation what occurred and the disciplinary action taken. Document this behavior incident in your discipline journal and in the infractions log on Ascend. Be prepared to contact the parent. The administrator will let you know who is to make the parent contact.